



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

TO: ALL ELECTED OFFICIALS, DEPARTMENTS, AND
PRESIDENTS OF COLLEGES AND UNIVERSITIES

FROM: JERRY LUKE LEBLANC
COMMISSIONER

DATE: JULY 1, 2006

RE: TRAVEL POLICIES AND PROCEDURES

I am pleased to present the new travel regulations for fiscal year 2006-2007. Below is a summary of the key changes that have been made in the new travel policy.

Key Revisions to PPM49

***Mileage Allowance** - 40 cents per mile

***Lodging Overage Allowances** – (Receipt required) Department Head has the authority to approve actual lodging provisions of these regulations on a case by case basis not to exceed **seventy-five percent** over PPM49 current listed rates for the Baton Rouge, New Orleans and New Orleans' surrounding parishes, Lake Charles and Lake Charles surrounding parishes. For all other areas, a Department Head will have the authority to approve actual lodging provisions of these regulations on a case by case basis not to exceed **twenty-five percent** over PPM49 current listed rates. Each case must be fully documented as to necessity (e.g. proximity to meeting place) and cost effectiveness of alternative options. Documentation must be readily available in the department's travel reimbursement files. This authority shall not be delegate to any other person.

***Lodging: The following cities have been added to Tier III:**

Ft. Lauderdale, FL Kansas City, MO and Las Vegas, NV

***Meal Allowances:**

***Single Day Travel Meal Allowance:** The maximum allowance for meal reimbursement for single day travel will be \$24.00.

- a. **Breakfast & Lunch:** (\$17.00) The 12 hours travel duration must begin at or before 6a.m.
- b. **Lunch:** (\$10.00) Requires 12 hours duration in travel status.
- c. **Lunch & Dinner:** (\$24.00) The 12 hour travel duration must end at or after 8 p.m.



*** Meal Allowances:**

Tier I

Breakfast	\$7
Lunch	\$10
Dinner	<u>\$14</u>
	\$31

Tier II

Breakfast	\$8
Lunch	\$12
Dinner	<u>\$17</u>
	\$37

Tier III

Breakfast	\$10
Lunch	\$14
Dinner	<u>\$21</u>
	\$45

Tier IV

Breakfast	\$11
Lunch	\$15
Dinner	<u>\$25</u>
	\$51

***Agency Hosted Conferences:**

Lunch In-State excluding New Orleans	\$15
Lunch – New Orleans	\$20

***Conference Refreshment Allowance:**

Catering -Served on properties that require catered services: not to exceed **\$4.50** plus mandated gratuity per person, per morning and/or afternoon sessions

***Travel Agency Transaction Fee: \$23.00**

Historically, state travelers were encouraged to use state contract airfares as they were totally refundable and prices were firm as long as there was a seat on the plane. However, the cost of state contract airfares has increased significantly over the past couple of years, and in many cases may not offer the best value for the State's travel dollars. The State travel policy, PPM49 does require that all employees shall use the contracted travel agency to make airfare arrangements, but it does not mandate the purchase of contracted airfare tickets. Our employees may also purchase the lower cost, penalty tickets when there is a savings from our contracted travel agency. Each traveler should compare the cost of ticket options and if the contract airfares are higher, determine if there is likelihood that their trip could be changed or cancelled. If a trip is changed or cancelled then the state agency may approve any of the added charges. State travelers must learn to purchase the "best value" ticket to meet their needs.

As managers of each agency's travel program, Department Heads are encouraged to ensure their employees are familiar with the travel regulations. The Office of State Travel offers many levels of travel training and will be glad to assist any agency with the training of your staff to ensure your employees are in compliance with travel regulations.

I am again asking for each department and employees complete support in complying with the state travel policy (PPM49).